

## REQUEST FOR LEAVE OF ABSENCE

**Prior to completing this form, you are advised to read the School's Leave of Absence Policy (available on the School's shared area) to ensure your request is covered by this policy.** Leave of Absence under this Policy although staff are entitled to request leave of absence in line with the policy it should be noted **that in some circumstances it is not an automatic entitlement and any request for leave must have the approval of your headteacher (para 6.1).** Your headteacher will, therefore, give the circumstances of your request full and careful consideration to ensure it meets the criteria for approval. Your headteacher may also require some additional information to progress your request (**in all cases where appropriate letters and appointments cards will be required**) before the request is considered. Leave is granted in the spirit of 'give and take' and your flexibility, where possible, may be required in the interests of the needs of the school.

In some cases it may be necessary to complete this form after the event, but any request for leave must have the approval from the Headteacher.

Circumstances of Leave of Absence: Bereavement Leave; Compassionate Leave (**Please check the policy for specific circumstances of leave**) Maternity Support Leave; Personal Development; Miscellaneous.

**Data Protection:** Please note that this form, when completed, will be held on your personal file for a period of 2 years and will be used for monitoring purposes and as historical data for establishing your leave of absence entitlement.

### APPLICANT'S DETAILS:

Surname:	Other Names:
Post Title:	Required Date:
	Required Times      From:                      To:

### CATEGORY OF LEAVE OF ABSENCE REQUESTED (please tick appropriate box)

Bereavement Leave	<input type="checkbox"/>	Miscellaneous	<input type="checkbox"/>
Compassionate Leave	<input type="checkbox"/>		
Maternity Support Leave	<input type="checkbox"/>		
Personal Development	<input type="checkbox"/>		

### PLEASE GIVE REASONS FOR REQUESTING LEAVE OF ABSENCE

Please continue on a separate sheet, if required

### IF CHILDREN ARE INVOLVED – PLEASE STATE THEIR NAME AND AGE

### FOR BEREAVEMENT LEAVE – PLEASE ANSWER THE FOLLOWING

What is your relationship to the deceased? He/she was my \_\_\_\_\_

Are you responsible for funeral arrangements? YES/NO (Delete if not applicable)

Date of death: \_\_\_\_\_ Date, Time and Place of Funeral: \_\_\_\_\_

Signed: ..... Date:.....

To be completed by the Admin Team:

**% of full-time hours (pro rata entitlement) :**

	Days Taken this Financial Year		With Pay		Without Pay	
	Running total up to last LOA	Current LOA	Running total up to last LOA	Current LOA	Running total up to last LOA	Current LOA
Bereavement Leave						
Compassionate Leave						
Maternity Support Leave						
Personal Development						
Miscellaneous						

Completed	Yes/No	Initial	Date
Diary			
Citrix			
Absence Sheet			
Supply Data			
SIMS			
Staff member informed and given a copy of the form			

COMMENTS FROM: ASSISTANT HEAD TEACHER/HEAD OF CARE:

Approved / Not Approved (Please delete as appropriate)

With / Without Pay (Please delete as appropriate)

Headteacher: .....(NAME OF HT)

Date: .....